How to Upload Training Materials to the FTP Server

Useful Links

- caBIG Documentation and Training Wiki
- Team Calendar
- LMS
- Training Templates
- Wiki Notation Guide
- FAQs

Help
If you have any questions or problems, please send an email to NCICB Application Support: ncicb@pop.nci.nih.gov

This page describes the steps required for uploading an Articulate e-learning presentation or Camtasia videocast to the NCI CBIIT FTP server so that learners can access it.

## Step 1: Download an FTP Tool

- You will need an FTP Tool to upload files to our FTP site.
- If you are familiar with an FTP tool already, you are free to use it. If you are not, please use FileZilla.
- Filezilla is a free FTP tool available here: Download Filezilla.

Step 2: Add the FTP site to your tool

- Once you have downloaded the program, open the program and enter the following information to log into the Training Materials FTP Site at the top of the Filezilla screen:
    - Host: caftps.nci.nih.gov
    - Username: tpupload
    - Password: tpupl0ad! (*The 0 is a zero in the password only)
    - Port: 22
- Click Quickconnect once you have entered the information above.

A Closer Look
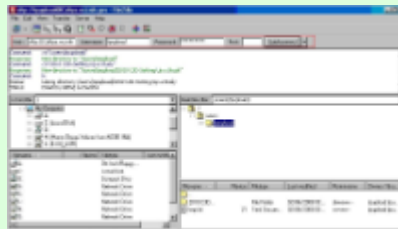
Click on the image for a larger view.

Step 3: Navigate to the folder that will be uploaded

- Now that you are logged in, you will see your computer on the left and the FTP folder structure to the right.
- Navigate to the folder you need to upload in your file structure on the left side of the screen.

Step 4: Drag the file to be uploaded to the FTP site

- To move the file from your local computer to the FTP site, drag the folder you need from the left side of the screen to the right side of the FTP screen:

A Closer Look
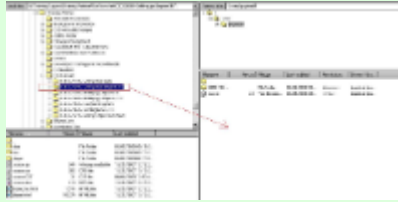
Click the image for a larger view.

- Depending on the size of the file, the transfer may take a few minutes.

Step 5: Notify NCICB staff that the folder has been uploaded

- Once the folder is uploaded, please send an email: res-ncincicbtraining@mail.nih.gov to have the files transferred to the live HTTP server.
- You will receive an email with the link to your training once it is moved for you to test and approve.
- Please Note: All training materials must be approved by a workspace lead or product manager before they are made available to the public.

Step 6: Test the link

- You will be sent a live link to the materials to test.

Step 7: Complete the LMS Submittal Form

Once you have tested the link and are happy with it, email the following information to res-ncincicbtraining@mail.nih.gov:

1. Course Name
2. Course Level; Beginner, Intermediate or Advanced
3. Workspace or area of interest it falls under
4. Course Description - This will be posted to the public, please edit accordingly.
5. Course Objectives
6. Link to posted course materials

Once the course is loaded into the LMS you will be emailed again with the course link to approve.